

CLUB MEMO #48 [FY 2011]

FROM: Joe Heiney-Gonzalez joe.heiney-gonzalez@montgomerycountymd.gov
Montgomery County Office of Human Resources

RE: JOB CLUB MEMBER ALERT----- Job Seeker Resources

DATE: May 27, 2011

I. JOB FAIR

Asian Fortune Diversity Job Fair < FREE ADMISSION > Monday, June 13, 2011

When: Monday, June 13, 2011 at 10:00 am to 3:00 pm

WHERE: Fairfax Elks Lodge, 8421 Arlington Blvd, Fairfax, Virginia 22031 [phone: 703-560-2188]

PARKING: Plenty of free parking just off the beltway on Route 50

For more information, call 703-753-8295 or inquire by email at info@asianfortune.com

Event provides the opportunity to meet recruiters from corporations, federal and local government agencies across the Washington Metropolitan Area. Bring copies of your resume and come to meet the recruiters – they are ready to hire people on the spot. Job openings are available in all skill levels and education backgrounds.

II. FINANCIAL INFORMATION SERVICE

FREE FINANCIAL INFORMATION CLASS – Sponsored by the Maryland CASH Campaign

TOPIC: Choosing and Using Credit & Loans

WHEN: June 9, 2011 at 7:00 pm

WHERE: Activity Center at Bohrer Park, Room C, 506 S. Frederick Avenue, Gaithersburg, MD 20877

TO REGISTER go to website www.mdcashacademy.org. Classes available in English and Spanish

The Maryland CASH (*Creating Assets, Savings, and Hope*) Campaign is a statewide non-profit agency that assists low- and moderate- income working families by offering financial education and asset building programs. | | For more information visit or call www.gaithersburgmd.gov/bankon or 301-258-6310 Ext. 2107

FREE classes available for following topics:

Banking	Home Buying	Saving & Investing
Credit & Managing Debt	Identity Theft	Spending Wisely
Special Topics Topics include: <i>Understanding Social Security and Retirement Benefits; Trust Seminar; The economy in 2011 and for 2012</i>		Taxes

III. MONTGOMERY COUNTY GOVERNMENT JOB POSTINGS – Multiple job postings at website

Visit the Montgomery County Website to find job postings and application instructions.

1. Visit the website and register by clicking on the link

<http://www.montgomerycountymd.gov/ohrtmpl.asp?url=/content/ohr/careers/index.asp>

2. Click on [iRecruitment Visitor Homepage](#)

3. Click on [Register today](#) button to create your personal account. This allows you to add your information, access county job postings, and return to website to check on the status of your job application(s).

Use instructions listed above to see detailed job postings for following positions.

PROGRAM SPECIALIST II

Job: IRC2991

Application Deadline: June 2, 2011.

Salary: Minimum \$47,028.00 - Maximum \$77,756.00

Bilingual applicants in the Spanish/English languages are encouraged to apply. If the candidate selected for this position possesses multilingual skills, he/she will be required to successfully pass an examination assessing oral communication, reading comprehension, and interpreting skills. For advanced proficiency, the candidate must also pass an examination requiring translating text from Spanish to English and vice versa.

Employees will provide case management, transition services, and crisis intervention services for young children, youth, and adults with autism and other developmental disabilities. These positions will be responsible for developing, monitoring, and coordinating (including local and state resources) services for individuals with autism and/or developmental disabilities. These positions will be responsible for the development of the individual and person center plan or plan of cares for home and community based services that will maintain and/or enhance the person's life within their community and/or the least restrictive environment.

Education: Graduation from an accredited college or university with a Bachelor's Degree. **Experience:** Two (2) years of case management experience working with children and/or adults with autism and other developmental disabilities. **Equivalency:** An equivalent combination of education and experience may be substituted.

SENIOR CHILD WELFARE ADMINISTRATOR (PN#006380) Job: IRC2970

Application Deadline: June 16, 2011.

Salary: Minimum \$63,411.00 - Maximum \$115,901.00

Manages multiple federally mandated and other programs that serve child victims of physical and sexual abuse and chronic neglect, and their families (e.g., Continuing Protective Services, Sexual Abuse Services, Therapeutic foster Care, Rapid Reunification, Independent Living, Out of Home programs). The work requires direction of a staff of 70 County employees including social worker supervisors, social workers, and support staff. The employee provides oversight and guidance to staff in matters related to clinical consultations, crisis intervention, and preparations for court hearings, as well as personnel management issues.

Minimum Qualifications: Bachelor's Degree and five (5) years of progressively responsible experience in provision of child welfare services. State law requires that this position possess a Clinical Social Work License (LCSW-C). No equivalency for LCSW-C.

AUTO BODY REPAIRER

Job: IRC3091

Application Deadline: June 26, 2011.

Salary: Minimum \$39,157.00 - Maximum \$64,441.00

Employee responsible for removing, fabricating, reshaping, replacing or repairing such damage as dents, tears, wrinkles, cuts and creases by cutting, knocking out, welding, filling, sanding and painting equipment such as medium/heavy duty truck, mobile equipment and transit buses. Work may be performed in an over-head position as well as on vertical and horizontal planes. Work assignments are received through work orders, blueprints, sketches, and drawings, from which the employee is expected to plan and lay out work including determining various components and parts to be installed, i.e., bolted, soldered, riveted or welded. Work involves standing, walking, bending, crouching, kneeling, and crawling and may be done in awkward and cramped positions. Employee frequently handles object of varying weight and dimension in setting up and completing work assignments.

Minimum Qualifications: Completion of high school or High School Certificate of completion recognized in the State of Maryland and completion of a recognized apprentice auto body repairer program. Equivalency applies.

MECHANIC TECHNICIAN I

Job: IRC2550

Application Deadline: Open Until Filled.

Salary: Minimum \$37,457.00 - Maximum \$61,498.00

Employee will be responsible for performing skilled mechanical work involving the inspection, preventive maintenance and repair of a wide variety of complex light, medium, and heavy duty vehicles and mobile equipment (such as dump trucks, cement mixers, excavators, graders, loaders, back-hoes, rollers, various types of tractors, trenchers, tow trucks, street sweepers, etc.), transit buses, and/or fire/rescue apparatus as well as portable firefighting and rescue equipment. Employee will work on specific shifts to be assigned, based on a 24/7 hour operation. Selected applicants will be required to have a CDL Learner's Permit with passenger and air brakes endorsement and successfully complete the required medical examination, drug, and alcohol screening test prior to appointment.

Minimum Qualifications: Any combination of technical education and experience equivalent to successful completion of the Fleet Management Services Technician Training Program, or two years of journey-level experience in the automotive repair and maintenance trade. Completion of High School, or a High School equivalency certification. Equivalency applies.

• **PREVIOUSLY POSTED ITEMS**

PROGRAM SPECIALIST II

Application Deadline: 6/2/2011.

Job: IRC2991

Salary: Minimum \$47,028.00-Maximum \$77,756.00

Bilingual applicants in the Spanish/English languages are encouraged to apply. If the candidate selected for this position possesses multilingual skills, he/she will be required to successfully pass an examination assessing oral communication, reading comprehension, and interpreting skills. For advanced proficiency, the candidate must also pass an examination requiring translating text from Spanish to English and vice versa.

Employees will provide case management, transition services and crisis intervention services for young children, youth, and adults with autism and other developmental disabilities. These positions will be responsible for developing, monitoring, and coordinating (including local and state resources) services for individuals with autism and/or developmental disabilities. These positions will be responsible for the development of the individual and person center plan or plan of cares for home and community based services that will maintain and/or enhance the person's life within their community and/or the least restrictive environment.

Education: Graduation from an accredited college or university with a Bachelor's Degree. **Experience:** Two (2) years of case management experience working with children and/or adults with autism and other developmental disabilities. **Equivalency:** An equivalent combination of education and experience may be substituted.

TELECOMMUNICATIONS SPECIALIST, GRADE 20

Application Deadline: June 2, 2011.
Maximum \$74,181.00

Job: IRC3051

Salary: Minimum \$44,900.00-

The Department of Technology Services (DTS), 100 Maryland Avenue, Rockville, Maryland seeks a highly skilled, process oriented and innovative Telecom Specialist to provide customer service, PBX programming, network diagnostics and resolution. This is a non-supervisory position in the PBX Services team, reporting to the PBX Program Manager; in the Enterprise Telecommunications and Services Division (ETSD).

ETSD supports a voice communications network with over 18,000 lines and 60 endpoints. All of the citizens of the County and its staff depend on this network for all external and internal telephone voice communications services. The PBX System Administrator is the first point of contact for all County Departmental Telecom Service Administrators and Users. Employees in this position work virtually independent of any direct supervision, and monitors PBX network systems and adjuncts to ensure properly set configuration options. The Telecommunications Specialist position falls under the "Essential Personnel Category", and must be available during non business hours to respond, diagnose and correct a variety of network problems.

Experience: Three (3) years experience in a telecommunications field performing work related to administering a Private Branch Exchange (PBX), telephone system analysis and installation planning, and coordinating maintenance/operation of voice communication systems. **Education:** Completion of high school or High School Certificate of completion recognized in the State of Maryland. **Equivalency:** An equivalent combination of education and experience may be substituted.

ACCOUNTANT/AUDITOR III

Application Deadline: June 11, 2011.
\$85,463.00

Job: IRC 2950

Salary: Minimum \$51,598.00- Maximum

Position may be under filled at the Accountant/Auditor II level. Salary: \$47,028 - \$77,756. Or under filled at the Accountant/Auditor I level. Salary: \$40,952 - \$67,533.

Employee will be responsible for preparing accurate and timely project, fixed assets, and grant reports; and ensuring the accuracy of financial information in the County's Single Audit report and the mandated Comprehensive Accounting Financial Report (CAFR). The employee must understand Government Accounting Standards Board (GASB) accounting standards and requirements related to County grants, capital projects and fixed assets; Federal OMB cost principles; and the budgeting and accounting procedures for capital projects with grant and/or debt funding sources. The employee will monitor outstanding receivables created by cost-reimbursable grants and initiate and maintain frequent contacts with State and Federal financial officials to resolve questions related to receivables and revenue. Employee is responsible for having strong communication skills and a positive perspective

Minimum Qualifications: Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Public or Business Administration or related fields with a major in accounting or graduation from a recognized school of accounting with a degree in accounting and three (3) years of experience as an Accountant/Auditor. Equivalency applies.

RESIDENT SUPERVISOR I/II

Application Deadline: September 1, 2011
\$74,181.00

Job: IRC 3032

Salary: Minimum \$44,900.00- Maximum

THIS RECRUITMENT WILL ESTABLISH AN ELIGIBLE LIST TO FILL CURRENT AND FUTURE VACANCIES.

Positions may be under-filled at the Resident Supervisor I, Grade 18 level. Salary: \$40,492 - \$67,533

Employee will work for the Pre-Release and Reentry Services Division of the Department of Correction and Rehabilitation and will be responsible for providing both security and supervision of a resident population. Employee should have excellent grounding and commitment to rehabilitative programming and possess the necessary interpersonal skills to work as part of a team to encourage clients to succeed in the program. Duties will include, but are not limited to: supervising offenders committed in home confinement status; checking for proper authorization for release of residents to the community (work, school, training, counseling, etc.) effecting the release; electronically monitoring the offender in the community; administering alcohol and urine tests; conducting personal, vehicle, room and facility searches and resident counts; assigning and inspecting facility clean-up details; distributing medications; receiving and disbursing resident monies; accompanying residents to court, to the Detention Center and to some visit in the community; providing crisis intervention; and responding to potentially volatile situations. Employee will work in a team setting and must possess excellent interpersonal skills to insure compliance with reentry goals. Employee will be required to work eight (8) or ten (10) hour shifts, which typically include days, evenings, midnights, weekend, and holidays.

Experience: Completion of 18 months of satisfactory work as a Resident Supervisor I. **Education:** Possession of a Bachelor's Degree from an accredited college or university. **Equivalency:** An equivalent combination of education and experience may be substituted.

NURSE PRACTITIONER

Application Deadline: Open Until Filled.

Job: IRC 383

Salary: Minimum \$56,631.00-\$93,944.00

The Nurse Practitioner is responsible for oversight of the medical unit at Pre-Release and Reentry Services (PRRS). This person is responsible for coordination and management of all medical issues at PRRS to include management of acute and stable chronic health conditions, coordination of dental, and mental health services, resident health education, discharge planning, and any other issue related to the health and medical care of the PRRS residents and the operations of the PRRS medical unit. Work hours are Monday through Friday, 1:00 pm to 9:30 pm.

Minimum Qualifications: Graduation from a National League for Nursing accredited college or university or an equivalent program as determined by the Maryland State Board of Nursing Examiners with a Bachelor's Degree in nursing and a Master's degree in public health, or other appropriate nursing specialty, and successful completion of a Nurse Practitioner program. Three (3) years of full-time equivalent post-licensure experience as a nurse, two (2) years must have been in the area of adult nursing; one (1) year must have been in community health nursing. An equivalent combination of education and experience may be substituted for the Master's Degree or for the required experience, but not for the successful completion of a Nurse Practitioner Program.

SOCIAL WORKER I/II (CHILD WELFARE SERVICES)

Application Deadline: Open Continuous.
\$85,463.00

Job: IRC 182

Salary: Minimum \$51,598.00-

This recruitment will establish an eligible list to fill current and future vacancies. Recruitment is for Social Worker I/II positions in Child Welfare Services (CWS) ONLY. Applications for these positions are accepted on a continuous basis.

Note: THIS RECRUITMENT IS FOR MULTIPLE POSITIONS. POSITIONS MAY BE FULL-TIME, MERIT, TEMPORARY or GRANT-FUNDED. SOME POSITIONS ARE PERMANENT WITH BENEFITS. The term positions may be used to assist Child Welfare in providing uninterrupted services.

BILINGUAL APPLICANTS IN THE SPANISH/ENGLISH LANGUAGES ARE ENCOURAGED TO APPLY. Some positions may require multilingual skills. If a candidate is selected for a position that requires skills at the Basic level, he/she will be required to successfully pass an examination assessing oral communication, reading comprehension and interpreting skills. If the skills required are at the Advanced level, the candidate must also pass an examination requiring translating text from Spanish to English and vice versa.

IV. AREA JOB POSTINGS***Part-Time Social Worker - Eldercare of Damascus***

How To Apply: Submit your resume to jobs@eldersburgcare.com

Eldercare of Damascus is seeking a Part-time social work position at the medical day service center serving primarily elderly clients. Center is located in Damascus, Montgomery County, Maryland. Position requires a Maryland social work license and a minimum of three year's experience providing services to adults in a health care setting. Direct experience of at least two years working with dementia patients is desired. Responsibilities include case management of clients from admission to discharge. Includes regular contact with families, providers, representatives of relevant government and community agencies. Market the center services to local healthcare centers. Familiarity with upper Montgomery County communities and services is desirable.

Communications/Development Assistant – Washington Office on Latin America

Visit agency website at http://www.wola.org/internships_and_employment to review job description and application instructions.

The Washington Office on Latin America (WOLA) seeks a detail-oriented Communications/Development Assistant to provide administrative support for the Communications and Development offices. S/he will have initiative, excellent problem-solving skills, the ability to communicate effectively, and a passion for new media. WOLA has a full-time staff of sixteen, seven interns, and six senior fellows.

Executive Director – Montgomery County Coalition for the Homeless (MCCH)

Visit website at http://www.smartinsearch.com/?page_id=818 to review job description and application instructions.

The Executive Director is chief executive officer of MCCH and also serves as Executive Director of Coalition Homes, Inc. He or she is responsible for the overall management of the two organizations, including accountability for the accomplishments and fiscal integrity of the two entities. He or she works closely with the Board of Directors to determine organizational focus and serves as the "face" of the organizations and represents MCCH and CHI to diverse audiences.

Job Opportunities - Latino Economic Development Corporation (LEDC)

Visit agency website at www.ledcmetro.org

HOW TO APPLY: Submit resume & cover letter to Rosana Sandoval at rsandoval@ledcmetro.org

- **POSITION:** Small Business Trainer Coach MD. Salary: \$40K - \$50K per year plus benefits.

Position Summary: The Latino Economic Development Corporation (LEDC) is seeking candidates for the Small Business Trainer--Coach Position. Full-time position plays key role in providing business one-on-one technical assistance/group training to small business owners Washington DC area. Candidates must possess diverse skills including fluency in English and Spanish, small business experience, and experience with immigrant populations. LEDC's small business services help low-to-moderate income entrepreneurs acquire the skills and knowledge to successfully open and grow their businesses, including assistance obtaining licenses and permits, marketing, recordkeeping and business planning.

Essential Job Duties/Responsibilities: Provide on-on-one coaching and interactive group trainings to aspiring and existing small businesses to help improve their core business skills and navigate the licensing/registration process---both onsite and offsite at partner organizations; Recruit and manage volunteers and consultants to assist with small business consulting and trainings; Develop and improve comprehensive training curriculum, working collaboratively with other team members and consultants; Build client base and fill courses through outreach via partner organizations, newsletters, phone-banking, site visits, public service announcements and community events; Assist in programmatic and organizational advocacy efforts; Perform administrative tasks including intake, contact management and data entry.

Education and Experience Qualifications Required: Bilingual in English and Spanish; Excellent communication and presentation skills, both written and verbal; Bachelor's in Business Administration or related field; 2 – 3 years work experience running a small business; Available to work nights and weekends as needed; Experience and/or familiarity with small business financial management; Experience and/or familiarity with small business marketing strategies; Excellent organizational skills and ability to manage and multi-task in a fast-paced environment; Strong technical skills including Microsoft Excel, Word, PowerPoint and Publisher; Self-starter, who is able to work with limited supervision; Demonstrated ability to relate to people from a broad range of socio-economic backgrounds, formal education levels, cultures, etc; Strong knowledge of and sensitivity to Latino culture; Understanding of small business development as a tool for community-based economic development; Familiarity with popular education, coaching or other alternative education approaches a plus.

- **POSITION: Small Business Trainer Coach DC.** Salary: \$40K-\$50K per year plus benefits.

Position Summary: The Latino Economic Development Corporation (LEDC) is seeking candidates for the Small Business Trainer--Coach Position. Full-time position plays key role in providing business one-on-one technical assistance/group training to small business owners Washington DC area. Candidates must possess diverse skills including fluency in English and Spanish, small business experience, and experience with immigrant populations. LEDC's small business services help low-to-moderate income entrepreneurs acquire the skills and knowledge to successfully open and grow their businesses, including assistance obtaining licenses and permits, marketing, recordkeeping and business planning.

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Education and Experience Qualifications Required: Bilingual in English and Spanish; Excellent communication and presentation skills, both written and verbal; Bachelor's in Business Administration or related field; 2 – 3 years work experience running a small business; Available to work nights and weekends as needed; Experience and/or familiarity with small business financial management; Experience and/or familiarity with small business marketing strategies; Excellent organizational skills and ability to manage and multi-task in a fast-paced environment; Strong technical skills including Microsoft Excel, Word, PowerPoint and Publisher; Self-starter, who is able to work with limited supervision; Demonstrated ability to relate to people from a broad range of socio-economic backgrounds, formal education levels, cultures, etc; Strong knowledge of and sensitivity to Latino culture; Understanding of small business development as a tool for community-based economic development; Familiarity with popular education, coaching or other alternative education approaches a plus.

- **POSITION: Maryland Site Manager.** Salary: \$35K - \$40K per year plus benefits.

Maryland Site Manager responsible for providing general administrative support, ensuring LEDC provides top quality programs in Wheaton, MD office, and consistently engages all LEDC stakeholders to improve service

delivery and performance. Ideal candidate has strong interpersonal skills and is well organized, proactive, resourceful, and efficient. She/he will be a problem solver capable of communicating with all LEDC stakeholders and uphold the promise we make to people we serve.

Primary Responsibilities: Responsible for overall day-to-day operations within the MD office; Consistently communicate with all program Directors to ensure high quality of service delivery.; Represent LEDC and communicate with outside MD stakeholders as necessary; Serve as LEDC liaison to International AMC Corporation (AIC); Serve as first point-of-contact for clients who walk in or call seeking services and answer all general inquiries and/or forward to appropriate staff members; Assist in maintaining and securing the building and its occupants at all times; Assist the Finance Team in communicating with vendors and suppliers; Coordinate all purchasing and other procurement duties for the MD office to ensure that LEDC get the best value for our money; Provide orientation for new employees and interns on the use of all office equipment and systems in MD Office; Schedule use of the training room for staff and community groups and assist with setting up/breaking down tables and chairs when necessary; Ensure that incoming and outgoing mail, email and faxes are sent and filed appropriately; Maintain a constant inventory of postage supplies and assist staff with use of couriers if necessary; Maintain a constant inventory of office supplies such as stationary, copy paper, and toner as well as kitchen and bathroom supplies; Ensure that copy and fax machines are properly functioning and serviced on a regular basis; Provide some administrative support to staff as needed; All other duties as assigned by the Director of Finance and Administration.

Qualifications: Must be fluent in Spanish and English, both written and verbal; Two years of administrative experience with excellent computer and software skills (Outcome Tracker and CounselorMax); Minimum of an Associates degree from an accredited college or university; Must be willing to work occasional evening and weekend hours as necessary

Reentry Coordinator – Prison Outreach Ministry, Inc. /Welcome Home Reentry Program
Application Deadline: May 31, 2011 or until filled. Location: Montgomery County

HOW TO APPLY: Send resume with salary requirements, and a cover letter answering the following: (1) What does it take to recruit and retain volunteers? and (2) Describe your experience collaborating with community service organizations, and networking with other people. Reply to **Prison Outreach Ministry, Inc/Welcome Home Reentry Program**, P.O. Box 51583; Washington, DC 20091, Attn: Executive Director or send via email as a PDF or Word file to: mshakeri@prisonoutreachministry.org

Prison Outreach Ministry/Welcome Home Reentry Program assists persons returning home from incarceration to adjust and redevelop their lives by partnering them with compassionate mentors recruited from local community-based organizations and faith communities.

Key tasks and Responsibilities: Interview, train and retain potential mentors identified through recruitment efforts at local communities of faith and through other community-based organizations; Ensure that all mentors complete required background checks and clearances; Develop and sustain supportive and positive relationships between mentees and mentors; Provide on-going support and in-service training as well as periodic social gatherings, to the volunteer mentors; Interview and orient potential mentees, assess their needs and appropriately match each with a mentor; Maintain communication with local communities of faith and community-based organizations to facilitate recruitment of volunteer mentors and to publicize the Welcome Home Program; Work collaboratively with appropriate agencies responsible for corrections and public safety and human services providers to identify appropriate potential mentees; Provide information to mentors and mentees about community resources to facilitate mentees' smooth transition into the community. This information will be in the form of resource guides and one-on-one consultation with mentors and mentees; Provide accurate data on training activities, mentor-mentee matches, social support, and spiritual support as applicable, of the mentors and mentees to the Executive Director and Program Committee in a timely fashion.

Requirements: Bachelor's Degree or higher, or equivalent, preferably in social work. Experience recruiting and retaining faith-based volunteers; Familiarity with social services; Familiarity with criminal justice system with emphasis on parole and probation; Willingness to interact with government agencies responsible for re-entry; Willing to work in a multi-denominational environment; Sensitivity to racial bias; Good writing and speaking skills; Organizational and leadership skills; Basic knowledge of computer including email, Microsoft Word, Excel, PowerPoint, and Access; Position requires some evening and weekend hours to effectively engage with volunteers and faith communities, and to assist with training or special events; Website maintenance a plus.

V. PREVIOUSLY POSTED ANNOUNCEMENTS

LeaderFit.org - A resource for individuals interested in nonprofit sector employment

Visit <http://www.leaderfit.org/job-seekers> to upload your resume to LeaderFit's candidate database.

GoodJob.org - Learn about the latest job opportunities at nonprofits in D.C. metropolitan area

Visit <http://www.goodjob.org> to review job descriptions.

Information Forum – Sponsored by Respite Services of Montgomery County Independent Respite Care Providers

– See below for dates, times and location of upcoming Information Forums

Forums provide information on health careers in the areas of On-call, Part-time, Independent, Respite Care Providers. Populations served include the elderly, adults, and children with disabilities. Opportunities available from entry level Care Providers with no experience to certified CNA, GNA, and LPN...all are welcome to apply!

DATE & TIME	LOCATION	COMMENT
Tue. May 31, 2011 at 10:00 am	Montgomery Works Office in Wheaton 11002 Veirs Mill Road, Wheaton, MD 20902 In Westfield Wheaton Shopping Town, near movie theatre	Please arrive on time. Doors will close at 10 am sharp.

WORKSHOPS IN YOUR LOCAL LIBRARY

Improve Your Basic Computing Skills

Training topics include: Introduction to Keyboarding, Exploring Word, Using the Internet to Search Employment Sites and Apply for Jobs. Three Hour Workshops available. Workshops scheduled from 10:30 am to 1:30 pm.

NOTE: Online Registration is required. See below for training available at your local libraries.

Workshops sponsored by Friends of the Library, Montgomery County, Inc.

HOW TO REGISTER: Register online at the library website www.montgomerycountymd.gov/library
Click on the Calendar of Events. Locate the program and Click on program name and complete the required information to register. All workshops are scheduled from 10:30 AM - 1:30 PM.

LIBRARY	LIBRARY LOCATION	MAY WORKSHOP DATES	JUNE WORKSHOP DATES
Germantown Library Phone: 240-777-0110	19840 Century Blvd., Germantown, MD 20874	May 24 & 26,	June 7, 9, & 21
Long Branch Library Phone: 240-777-0910 301-565-7662 (TTY)	8800 Garland Ave., Silver Spring, MD 20901	None	June 1, 6, 8, 13, 15, 22, 27 & 29
Rockville Memorial Library Phone: 240-777-0140 240-777-0902 (TTY)	21 Maryland Ave., Rockville, MD 20850	May 31	June 2, 14, 16, & 23

Join the JOB CLUB to receive weekly email notices that help job seekers locate gainful employment.

Send your name and email address to Joe Heiney-Gonzalez at joe.heiney-gonzalez@montgomerycountymd.gov to enroll
in the Office of Human Resources Job Club.